

**CHIEF
COUNTERTERRORISM SECTION
CRIMINAL DIVISION
U.S. DEPARTMENT OF JUSTICE
WASHINGTON, DC
VACANCY ANNOUNCEMENT NO: 06-CRM-SES-04**

About the Office:

The mission of the Counterterrorism Section (CTS) includes the design, implementation and support of law enforcement and intelligence efforts, legislative initiatives, and policies and strategies relating to combating international and domestic terrorism. The Section seeks to disrupt and prevent acts of terrorism which may occur world-wide that impact on significant United States interests and individuals through investigation and prosecution. These efforts are executed in furtherance of Strategic Goal 1 of the Department's Strategic Plan: to prevent terrorism and promote national security. CTS works in a number of vital areas to achieve a coordinated national counterterrorism enforcement program, including: leading and assisting in the investigation and prosecution of international and domestic terrorists; developing and implementing nationwide counterterrorism strategies and initiatives through the Anti-Terrorism Advisory Council initiative; facilitating the sharing of law enforcement information related to terrorism; investigating and prosecuting terrorist financing and material support cases; drafting and reviewing counterterrorism-related legislation, testimony, briefing papers and policy documents; providing training to prosecutors and investigators regarding tactics, substantive law, policies and procedures related to counterterrorism and national security; serving as liaison to the intelligence, defense and immigration communities on counterterrorism issues and cases; and developing partnerships to combat terrorism with our foreign government counterparts through our International Initiative.

**Responsibilities and
Opportunity Offered:**

The incumbent of this position serves as Chief of the Counterterrorism Section (CTS), leading the Section in the design, implementation and support of law enforcement and intelligence efforts, legislative initiatives, and policies and strategies relating to combating international and domestic terrorism. The Chief leads the Section's endeavors, through investigation and prosecution, to disrupt and prevent acts of terrorism that may occur world-wide that impact on significant United States interests and individuals. These efforts are executed in furtherance of Strategic Goal 1 of the Department of Justice Strategic Plan: to prevent terrorism and promote national security.

The Chief of the Counterterrorism Section:

- Supervises the conduct of domestic and international terrorism investigations and prosecutions brought by the attorneys and support staff of the Section. Directly supervises prosecutions conducted by Section attorneys and coordinates the prosecution by U.S. Attorneys' Offices of some criminal cases involving terrorism crimes. Supervises the preparation and review of indictments by Section attorneys.
- Serves as the primary liaison between the Criminal Division and other federal agencies and international partners focused on terrorism matters.
- Ensures preparedness for crisis response through delivery of training on crisis preparation and response techniques; involvement in exercises with other federal agencies involving the National Response Plan; ensuring appropriate continuity of government and continuity of operations for Section and assistance to other components in Department.
- Participates in the drafting of Congressional testimony for pertinent hearings. Advises the Department on legislative issues and initiatives regarding counterterrorism measures.

- Coordinates effectively and timely with the Counterespionage Section and the Office of Intelligence Policy and Review, especially on otherwise illegal activities, Attorney General Guidelines, and use of classified information.
- Ensures that information is shared timely with U.S. Attorneys' Offices, primarily through the Anti-Terrorism Advisory Councils, including the ATAC Regional Coordinators in CTS.
- Assures consistent and uniform use of terrorism and terrorism-related statutes as delineated in United States Attorney's Manual proposed revisions.
- Supervises the professional and secretarial staff to ensure effective use of information technology in classified and unclassified form.
- Personally participates in, as well as monitors, terrorism training including at the National Advocacy Center and various federal and international agencies.
- Participates in international working groups on international terrorism matters and issues.
- Engages in extensive interaction with General Counsel Offices of the Intelligence Community as well as operational sections of FBI HQ, such as International Terrorism Sections I and II.
- Oversees the Section's financial, human and technical resource applications. Ensures that resource enhancements necessary for proposed priorities are identified and that justification for additional funding is prepared to ensure adequate funding levels. Utilizes efficient and cost-effective approaches to integrate technology into the workplace for improved program effectiveness, information management, and enhanced decision-making.

Qualifications:

Required qualifications: Interested parties must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least 1* year post-J.D. experience. Applicants must also possess the following professional/technical requirements:

- 1) Significant experience in developing and litigating complex Federal criminal cases;
- 2) Familiarity with Federal regulatory, investigatory and intelligence organizations involved in counterterrorism;
- 3) Significant experience in supervising the development and prosecution of criminal cases and reviewing the work products of attorneys;
- 4) Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas;
- 5) Ability to establish and maintain harmonious relationships with Federal and international officials engaged in terrorism matters and issues.

In addition, applicants for this position **must** provide a narrative that demonstrates strong possession of all professional/technical skills listed **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications (ECQ's) as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements. The ECQ's are designed to assess executive experience and management potential, not technical expertise. OPM's Guide to Senior Executive Service Qualifications can assist you in writing an effective SES application. The Guide is available on OPM's Website at: <http://www.opm.gov/ses/handbook.html>

Travel: Routine travel will be required for conferences and litigation work throughout the United States. Overseas travel may also be required.

Salary Information: \$109,808 to \$152,000*

*SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission, contingent on Department pay-setting rules.

Location: Counterterrorism Section, Criminal Division, Washington, D.C. (Pursuant to the USA PATRIOT Improvement and Reauthorization Act of 2005, the Counterterrorism Section will move from the Criminal Division to the National Security Division after the Assistant Attorney General for that division is confirmed.)

Relocation Expenses: Relocation expenses are not authorized.

**Submission Process
and Deadline Date:**

The closing date is June 30, 2006. Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;
- (2) a resume – please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
- (3) Standard Form 171, Application for Federal Employment.
- (4) For additional information or copies of forms, please call (202) 514-2811.

To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Professional/Technical **and** SES Executive/Managerial Requirements. Applicants must meet qualification requirements by the closing date of the announcement.

In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail at SES.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

Mailed applications **MUST BE RECEIVED BY CLOSING DATE** at:

Department of Justice/Criminal Division
McPherson Square, P.O. Box 27599
Attn: Ann Grace
Human Resources Management Staff,
Bond Building, Suite 5000
Washington, DC 20038

Applications must be **received by the closing date** to receive consideration.

CONTACT: Ann Grace

CONTACT PHONE: 202-305-4248

E-MAIL: SES.CRMJOBS@USDOJ.GOV

FAX: 202-353-0775

TDD: 202-514-7972

Internet Sites:

This and other attorney vacancy announcements can be found at <http://10.173.2.12/oarm/attvacancies.html>.

For more information about the Criminal Division and the Counterterrorism Section, visit the Criminal Division Web page at: <http://www.usdoj.gov/criminal/criminal-home.html>.

Other attorney vacancy announcements can be found at: www.usdoj.gov/oarm/attvacancies.html.

Department Policies:

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214 or other substantiating documents) to their submissions.